



City of Rockville
Department of Recreation and Parks
240-314-8620

Information and Procedures Epinephrine

1. Epinephrine may not be administered without parent/guardian and physician authorizations.
2. Medications may not be accepted by personnel unless the Authorization Form is completed and signed.
3. A physician may use office stationery or prescription pad in lieu of completing Part II. Information necessary includes: child's name, date of order, duration of order, diagnosis, medication name, dosage, interval of repeating dosage, symptoms, other medications child is taking, physician's signature, and date.
4. The parent/guardian is responsible for submitting a new form each time there is a change in dosage or a change in the conditions under which Epinephrine is to be injected.
5. Only premeasured doses of Epinephrine may be given by Rockville personnel.
6. Medication must be properly labeled by pharmacist. Expiration date must be clearly indicated.
7. If repeat doses of Epi-pen injections are in the physician's order, the parent/guardian must supply two Epi-pen kits.
8. Medications must be hand-delivered by the parent/guardian and any unused portions must be picked up by the parent/guardian immediately after effective date or on child's last day.
9. All medication is kept in a locked area and only accessible to authorized staff, unless participant has a signed parental release to carry medication.
10. The City of Rockville Department of Recreation and Parks does not assume responsibility for unauthorized medication taken independently by the child.
11. Under no circumstances may any staff member facilitate the taking of any medication outside the procedures outlined here.